

How to Change the Time Zone for Your Account

All your project and task timelines depend on the time zone applied to your ProProfs Project account. Following an incorrect time zone can lead to miscommunication and even missed deadlines.

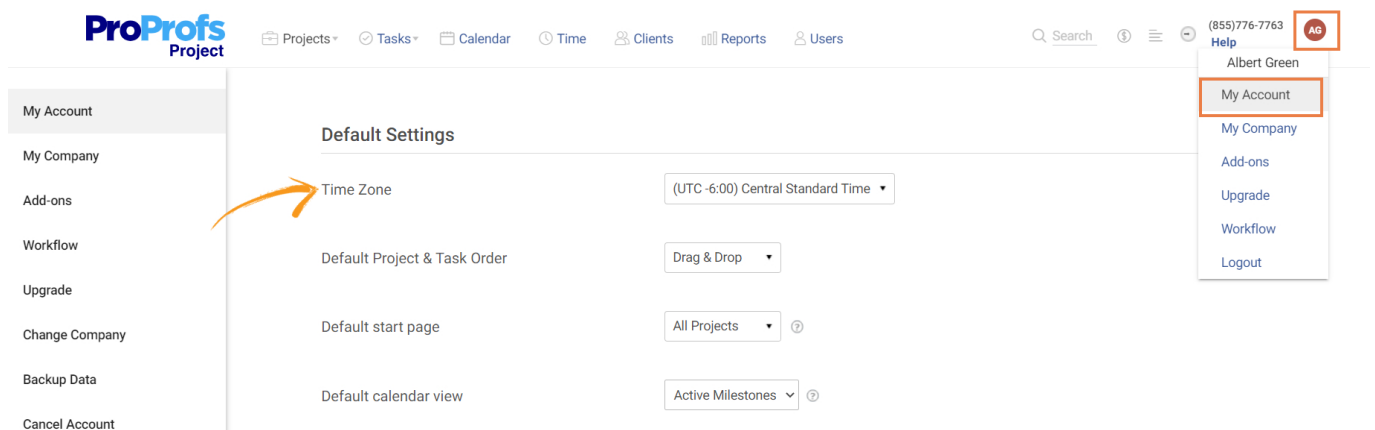
With [ProProfs Project](#), you can set your time zone according to your present geographical location so that you're always on time with your tasks and projects.

Benefits of time zone settings:

- Be in the same time zone as your current location
- Follow your project & task schedule accurately
- Avoid ambiguity when discussing timelines

To change your time zone settings:

Click your **profile icon** >> **My Account** and then scroll down to **'Default Settings.'** Here, set the **time zone** depending on your current geographical location.



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